

PREPARING FOR THE MANUFACTURING SKILLS INVENTORY

Please review the information below to prepare for the Skills Inventory

General Manufacturing:

Basic Ruler Reading: Topics include reading measurements in quarters, halves, eighths, and sixteenths, and reading measurements in millimeters and centimeters.

Shop Math: Topics include adding numbers, converting decimals to fractions, determining dimensions, converting measurements, and working with fractions, order of mathematical operations, calculating the area and perimeter, parts of a circle and the Pythagorean Theorem.

Spatial Reasoning: Measures the participant's ability to view an object in their mind and manipulate it. Topics include folding shapes, merging shapes, stacking blocks and figure comparison.

Available Resources:

GCF Learn Free (www.gcflearnfree.org)

Microsoft Excel, Reading Comprehension, Math

Alison (www.Alison.com)

Reading Comprehension, Math

Khan Academy (www.Khanacademy.org)

Reading Comprehension, Math, Mechanical Principles

Additional Resources for spatial reasoning: Look for free apps for tablets/smart phones. Playing with Rubik's Cube, Legos and puzzles also help build this skill set.

PLEASE NOTE: The assessments are computer based. You will need to be able to use a computer mouse to select answers to multiple choice questions in order to complete the assessment. Calculators, smart phones/watches and cell phones are not allowed. Pencils and scratch paper may be used.

If you need to brush up on your computer skills prior to taking the assessment, please register for a *Computers Made Easy* Workshop at the New Haven or Meriden American Job Centers. Call (203) 624-1493 or (203) 238-3688 to register. A CTHires.com account is required.